**Date:** 11th Sept 2024

**Venue**: Dean & Smedley Horninglow - 65-67 Horninglow Road, Burton-on-Trent, Staffordshire, DE14 2PP

**Time:** **9.30am** networking and coffee. **10am - 1pm** for group work, **1.30 -** **5pm** Business meeting

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| **Purpose** | **Action** | **ENC** | **Lead** | **Status** | **Start** | **End** |
| **Morning group work** | | | | | | |
| Arrival, coffee and networking |  |  | all | CLOSED | 9:30 | 10:00 |
| Day in the life of CEO |  |  | all | CLOSED | 10am | 10:45 |
| Stakeholder mapping exercise – continued from May meeting *(Papers on TEAMS under a file called ‘Comms Strategy 2024’)* |  | Papers on TEAMS | all | CLOSED | 10:45 | 12:15 |
| Sub-group work   * *Revisit any ‘short life/task & finish workstreams’.* * **Finance and Audit**   + *update on SSOT finances/budget*   + *accountant*   + *Project funds* * **Governance**   + *Expense policy*   + *Clyde & Co portal*   + *Pharmacy Applications*   + *New recruit for CPSC* * **Communications**   + *Comms strategy*   + *Mailchimp data*   + *Survey results* |  |  | All  1  2 | CLOSED | 12:15 | 12:45 |
| **Lunch break – 45 minutes including sponsor talk from Bausch + Lomb** |  |  | Clare Stevens |  | 12:45 | 1:30pm |

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| **Business agenda** | | | | |
| **STANDING ITEMS 1:30pm – 2:45pm** | | | | |
| Welcome, apologies,  **We welcome Contractors and Observers to the non-confidential sessions of our meetings**.  *Where an elected or appointed member of the Committee has been absent from****three consecutive ordinary meetings****of the Committee to which the member was summoned, the Committee shall invite an explanation and declare the seat vacated, unless satisfied that the absence was due to reasonable cause. A member disqualified for non-attendance shall not be eligible to be appointed or elected to the Committee for the remainder of the Term of Office of the Committee.*  Declarations of interests – updates needed for 2024/25 |  |  | Chair | open |
| Approval of minutes from previous meeting and Competition Law approval |  | 3 | Chair  EL | open |
| Matters arising from previous minutes |  |  | Chair | open |
| Action log – on **Teams** for everyone to update – **please check your actions** |  | On Teams | Chair | open |
| Subgroup reports   * Finance and Audit * Governance * Communications | Summary only, any confidential items are for the morning session and closed part of the meeting |  | Chairs of subgroups | open |
| Chairs report  Chief Officers report  Services report + CPSC report  Commissioning update |  | 4a,b,c,d 5a,b,c  6a,b | LD  TC  SH  TC |  |
| Commissioners and Stakeholders update   * ICB   + Community pharmacy primary care network engagement role * SSOT Health & Care Senate * Teach and Treat bid * Pharmacy Leadership group * HealthWatch (Jackie Owen Staffordshire) |  |  | ST (1:45pm)  TC  LD  TC  JO (2:30pm) | open |
| **LOCAL BUSINESS - DISCUSSION ITEMS 2:45pm to 3:45pm** | | | | |
| Annual Report and AGM | discussion | 7 | LD/TC | open |
| GP work to rule action   * Impact on pharmacy * Request for repeats * PF referrals | information |  | TC | open |
| Blood glucose testing SLA for script switches | information |  | TC | open |
| Flu season and Covid 2024/25 | discussion |  | TC | open |
| PNA - update | update |  | TC | open |
| Vitamin prescribing | update | 8 |  |  |
| Risk register   * Review/comments * Changes * additions | discussion | 9 | TC | open |
| MP relationship building | discussion |  | LD/TC | open |
| **Comfort/coffee break – 10minutes (3:45-3:55pm)** |  |  |  |  |
| **POLICY AND ADVISORY - INFORMATION ONLY 3:55pm – 4:05pm** |  |  |  |  |
| Items in **bold** are for priority reading over others   1. House of Commons Health & Social Care Committee - Pharmacy 2. Vital instructions to GP’s (DMS) 3. **ICP briefing** 4. Pharmacy “hub and spoke” plans 5. NHS Constitution: 10 Year Review 6. The King’s Fund: The relationship between poverty and NHS Services 7. Health Effects of Climate Change in UK 8. Annual report EM & WM Clinical Senate 9. **New Community Diagnostic Centre for Stoke-on-Trent** 10. Consensus on the Primary and Secondary Care Interface   CPE - [Our Meetings - Community Pharmacy England (cpe.org.uk)](https://cpe.org.uk/our-work/about-us/our-meetings/) | Information/discussion | 10 a-l |  |  |
| **Closed Meeting 4:05pm – 4:45pm** | | | | |
| Market Entry   * Change of ownership – Mcmullens pharmacy, Endon * **Inclusion in a pharmaceutical list- distance selling premises at 74 High Street, Burton on Trent, DE14 1LD - Appeal** * Consolidation between The Raven, Elder Rd, Stoke On Trent, ST6 2JF of Medizen Healthcare Services Ltd and Lp Sd Forty One Ltd currently at Cobridge Community Health Centre, Elder Rd, Stoke on Trent, ST6 2JN. * Ownership change 58-60 King Street, Newcastle, Staffordshire, ST5 1HX will be operated by SZS Healthcare Ltd * **Layla Enterprises Limited 89A Blurton Road, Stoke-On-Trent, ST3 2BS application for DSP** * **Application offering to secure identified improvements or better access at 92 Windmill Lane, Castlecroft, Wolverhampton, WV3** * Change of ownership JSD Healthcare Ltd t/a Wolverhampton Road Pharmacy at 112 Wolverhampton Road, Stafford, ST17 4AH | update | TEAMS folder | TC | closed |
| **Confidential matters/issues** | information |  | Chair/  TC |  |
| **CCA and IPA questions**  [Q3 LPC Focus Areas and Reporting Questions July - September 2024 Survey (surveymonkey.com)](https://www.surveymonkey.com/r/6S8XDPC) |  |  |  |  |
| **END OF MEETING 4:45 - 5pm** | | | | |
| Review of actions |  |  | AH |  |
| AOB |  |  | Chair |  |
| Meeting effectiveness   * Did we achieve the outcomes required? * Did we uphold the Nolan principles? * Any learning and how we can improve going forward. | discussion |  | Chair |  |
| close |  |  |  |  |

**Date, times and venue for next LPC meeting**

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| **Date** | **time** | **Venue** | **chair** |
| Wednesday 13th November | 9:30 | Dean & Smedley | LD |
| Wednesday 8th January 2025 | 9.30 | Thea pharma - Keele | LD |
| Wednesday 12th March 2025 | 9.30 | TBC | LD |
| Wednesday 14th May 2025 | 9.30 | TBC | LD |
| Wednesday 25th June 2025 | 9.30 | Dean and Smedley | LD |
| Wednesday 10th sept 2025 | 9.30 | Dean and Smedley | LD |
| Wednesday 12th Nov 2025 +AGM | 9.30 | Dean and Smedley | LD |